# DEAR DIS-TANZ-SOLO GRANT HOLDER
# YOU'VE COMPLETED YOUR PROJECT?
# CONGRATULATIONS!
# WE HOPE YOU WERE ABLE TO ACHIEVE YOUR AIMS.

We now require a concluding Proof of Use (*Verwendungsnachweis, VN*) from you.

For DIS-TANZ SOLO, this involves only a very small amount of paperwork on your part.

**To make this task as simple as possible,
the following pages provide you with
information on formal aspects of the Proof of Use.
Please read through our information carefully.**

You have to present your Proof of Use **up to one month after your project has ended**.
We refer here to § 7.2 of your funding conctract.

Please make sure that you submit your Proof of Use on time!

Please contact us should you have any questions or information.

# DIS-TANZ-SOLO

## INFORMATION ABOUT THE CONCLUDING PROOF OF USE
**from funding round S4 onwards, with an approval period ending on 31.12.2022 or later**

**Proof of use for DIS-TANZ-SOLO includes the following documents and receipts:**

1) **Numerical Evidence (*Zahlenmäßiger Nachweis, ZN*)**
2) **List of Receipts (*Belegliste, BL*)**
3) **Factual Report (*Sachbericht, SB*)**
4) **Digital evidence of the visibility of the project** as part of the Information Obligations (e.g. screenshots of your website)
5) **Receipts** – in your case bank account statements providing evidence of the receipt of funding. Please submit these only if requested to do so!

### A) To compile the documents, use the templates on the website at:

https://www.dis-tanzen.de/en/funding/downloads-grant-holders

**Please make sure that you replace the placeholders 'DIS-SX-XXX' and 'Name' in the filenames we have created with your respective project number and surname.**

### B) To submit your Proof of Use, you can then use the form on the website at:

https://www.dis-tanzen.de/en/funding/downloads-grant-holders/dis-tanz-solo-proof-of-use-form

**Enter all the relevant information about you and your project here and upload the following documents:**

1) Numerical Evidence
(filename: DIS-SX-XXX_Name_VN_ZN)

2) List of Receipts
(filename: DIS-SX-XXX_Name_VN_BL)

3) Factual Report
(filename: DIS-SX-XXX_Name_VN_SB)

4) Evidence of the public and effective presentation of the project / screenshots of the website where appropriate
(relevant filename: DIS-SX-XXX_Name_VN_HP)

**Please DO NOT send us ANY UNREQUESTED RECEIPTS (in your case, the bank account statements). Should we wish to see the receipts, you will receive a personal request from us to submit these to us by post.**

### C) Important information for submitting your Proof of Use:

In order to submit Proof-of-Use documentation, we require a legal signature from you. We use **DocuSign** for this, as with your funding contract.
You will find a button on the last page of the form that takes you to the Proof-of-Use Declaration ("*Erklärung zum Verwendungsnachweis*"). Please sign the declaration **first** before finally sending the form.

The DIS-TANZ-SOLO Proof-of-Use form is active from 26.01.2023 and it is no longer necessary to submit a *VN* for the relevant projects via email and post.

## 1) Numerical Evidence

The **Numerical Evidence** is the statement relating to **the Financing Plan underpinning your funding contract as Appendix 2**.

Because there is only one cost factor in DIS-TANZ-SOLO, namely the funding for your own work on the project, this is a very simple procedure.

Please use the template that we have provided on our website:
https://www.dis-tanzen.de/en/funding/downloads-grant-holders
You will find the Financing Plan ("*Finanzierungsplan*") form under the heading "DIS-TANZ-SOLO".

(Take all the entries from the Financing Plan, which forms the basis of your funding contract as Appendix 2, into the violet-coloured text fields in the template.
Update the date under "Current status" ("*aktueller Stand*") by entering the date you compile the Numerical Evidence.
At the bottom right of the form, fill in the violet-coloured text field "ACTUAL total" ("*Gesamtsumme IST*") with the total funding amount you received in your bank account.
At the close of the project, it is identical with the amount shown under "PLANNED total" ("*Gesamtsumme SOLL*").

## 2) List of Receipts

For DIS-TANZ SOLO, this is a list of the funding amounts you received in your bank account.
The sum of the amounts on the List of Receipts and the entry in the text field "ACTUAL total amount" ("*Gesamtsumme IST*") in the Financing Plan must be identical.

To compile this list, please use the template that we have provided on our website:
https://www.dis-tanzen.de/en/funding/downloads-grant-holders
You will find the "List of Receipts" ("*Belegliste*") form under the heading "DIS-TANZ-SOLO".

(Complete the template fully. On the list, enter all the individual amounts you received in chronological order with the respective dates.)

## 3) Factual Report

The Factual Report should be one-to-two DIN A4 pages in length.

Please use the template that we have provided on our website:
https://www.dis-tanzen.de/en/funding/downloads-grant-holders
You will find the "Factual Report" ("*Abschluss-Sachbericht*") form under the heading "DIS-TANZ-SOLO".

The Factual Report includes:

- A **quantitative** assessment:
  Under 7.1.3.2 of your funding contract, a number of months of you being your project's grant holder was set as a quantitative aim. Give the planned and actual months spent on your project.
  If you stated additional indicators in the project description underlying your funding contract as Appendix 1, compare these plans numerically with the aims you achieved. (Possible indicators include the number of video recordings, presentations, or similar).

- A **qualitative** assessment of your results:
  Were you able to achieve your project aims as planned? What outcomes were achieved? Or did you, or did you have to, make adjustments during the course of the project – because external conditions had changed, for example? Give reasons for your procedures with regard to your project aims.
- The explanation of the need for, and appropriateness of, the work carried out.
- The closing statement of the Factual Report must be formulated as follows:

  ***"I hereby confirm that the expenses of the project were necessary, that the funding was used efficiently and economically, and that the information provided matches the books and receipts."***

  **(*Ich bestätige hiermit, dass die Ausgaben notwendig waren, dass wirtschaftlich und sparsam verfahren worden ist und die Angaben mit den Büchern und den Belegen übereinstimmen.*)**

## 4) Information Obligations

Please be aware that you are obliged to make reference to the funding on your current websites and in the publications (print, visual media) arising from the project.

When doing so, you must observe the specifications of the Information Obligations. These specifications are set out in Appendix 4 of your funding contract where the use of formulations and of logos is explained in detail.

The obligation to inform exists for the duration of your project. Further use of the logo is permitted up to June 2023 at the latest. A completed project must also be clearly differentiated as a funded project from other (website) content.

The Information Obligations were updated in June 2022.
If your funding contract was concluded with us before this date then please consult the updated version on our website.
You will find it under "Downloads for Funded Projects":
Appendix 4 – Information Obligations (Funding and Logos), updated: valid from June 2022!
(German only)
Additional information is available on our website under "FAQs".

With regard to visibility of the funding of your project, please attach digital evidence of this as an appendix to the Factual Report.

Digital evidence can be

- Screenshots of your website
- PDFs or image files of flyers, posters and programmes

## 5) Receipts – your bank account statements (send only if requested to do so!)

**Please sign the Proof-of-Use Declaration before sending the form. It is only with a digital signature that your submission of proof of use is valid.**